

Most used shortcut keys for Microsoft PowerPoint:

Basic PowerPoint shortcut keys	
Ctrl + N	Create a new presentation document
Ctrl + O	Open an existing presentation document
Ctrl + S	Save a presentation
Alt + F2 or F12	Open the Save As dialog box
Ctrl + W or Ctrl + F4	Close a presentation
Ctrl + Q	Save and close a presentation
Ctrl + Z	Undo an action
Ctrl + Y	Redo an action
Ctrl + F2	Print Preview View
F1	Open the Help pane
Alt + Q	Directs to the "Tell me what you want to do" box
F7	Check for spellings
Alt or F10	Turn the key tips to 'on' or 'off'
Ctrl + F1	Show or hide the ribbon
Ctrl + F	Search in a presentation or use Find and Replace
Alt + F	Open the File tab menu
Alt + H	Go to the Home tab
Alt + N	Open the Insert tab
Alt + G	Open the Design tab
Alt + K	Go to the Transitions tab
Alt + A	Go to the Animations tab
Alt + S	Go to the Slide Show tab
Alt + R	Go to the Review tab
Alt + W	Go to View tab
Alt + X	Go to the Add-ins tab
Alt + Y	Go to the Help tab
Ctrl + Tab	Switch between open presentations
For selecting, navigating texts and objects	
Ctrl + A	Select all the objects on an active slide
Tab	Select or move on to the next object on a slide
Shift + Tab	Select or move to a previous object on a slide
Home	Go back to the beginning of the slide
End	Go to the end of the slide
PgDn	Go to the next slide

PgUp	Go the previous slide
Ctrl + Up / Down Arrow	Move a slide up or down in the presentation document.
Ctrl + Shift + Up / Down Arrow	Move a slide to the beginning or end of your presentation document.
For editing and formatting	
Ctrl + X	Cut the selected text, object, or slide
Ctrl + C or Ctrl + Insert	Copy the selected text, object, or selected slide
Ctrl + V or Shift + Insert	Paste the selected text, object, or slide
Ctrl + Alt + V	Open the Paste Special dialog box
Delete	Delete the selected text, object, or slide
Ctrl + B	Toggle bold on the selected text
Ctrl + I	Toggle italics on the selected text
Ctrl + U	Add or remove underline to selected text
Ctrl + E	Center align the selected text
Ctrl + J	Justify the selected text
Ctrl + L	Left align the selected text
Ctrl + R	Right align the selected text
Ctrl + T	Display the Font dialog box after text or object is selected
Ctrl + K	Insert a hyperlink
Ctrl + M	Insert a new slide
Ctrl + D	Duplicate the selected object or a slide.
For Slideshows	
F5	Play the presentation from the start
Shift + F5	Play the presentation from the current slide
Ctrl + P	Annotate using a Pen tool while playing the slideshow
N or Page Down	Move to the next slide while playing the slideshow
P or Page Up	Return to the previous slide while playing the slideshow
B	Change the screen to black during a slideshow (Press B again to return to the slideshow)
Esc	End the slideshow